

Hire of the Downs Club Hall: Terms & Conditions of Use

Cost of hire for staff/members for non-sporting social events (see notes) £25 per hour
Evenings and weekends. **The hirer must enclose the full amount due on return of the signed acceptance sheet.**

Hire for non-staff/non-members for non-sporting social events (see notes) £25 per hour
Evenings and weekends. **The hirer must enclose the full amount due on return of the signed acceptance sheet.**

Hire of hall for sporting events by staff or for staff e.g. Pilates, yoga, circuits £5 per hour
The low cost of the hall hire reflects that the club is subsidising the hall in order to provide a service to staff. Any fees charged by the instructor should be suitably low.

NOTES:

The Ups Club reserve the right to refuse any application for hire without stating the reason for doing so and reserve the right to impose special conditions of hire should this be required. The Ups Club has the power to cancel at any time and without notice any letting. The right to use the facilities is not transferable. The person signing for the hire of the hall MUST be present throughout the booking.

The time booked is the actual time of occupation, including preparation and clearing up time. Please be ready to leave at the end of your booking. The deposit may be subject to part or full forfeiture in the event of an overstay of your contracted time.

This rental cost contributes towards cleaning and maintenance expenses. A returnable **£250.00 deposit** will be required for hire of the hall **and will be forfeited if the hall is left in an unreasonable condition, damaged or the function over-runs its exit time.** The hall or other rooms used e.g. kitchen, snooker room, storage room, stage must be left clean, tidy and in good condition. Rubbish should be placed in black bags, and then the bags placed in the bins outside the side of the bar. Please **DO NOT LEAVE** black bags outside on the ground.

The hirer agrees to pay The Ups Club on demand the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring. Any damage to walls or paintwork (e.g. from decorations) will require extra payment to cover costs of repainting.

All chairs and tables must be returned to the storage room (to the left of the stage). Any sporting equipment (e.g. table tennis tables or mats) must be returned to their designated storage area after use. The Hall must be kept clear and clean **AT ALL TIMES.**

If food or non-alcoholic drink is consumed on the premises, or spillages occur, please ensure the room is swept or mopped afterwards. Mops, brooms & cleaning equipment can be found in the kitchen. Please replace them after use.

The hall itself is not locked. However, if you wish to make use of the kitchen (e.g., to prepare food or to access the cleaning equipment) or the snooker room, then you will need to arrange to collect keys to these rooms from the Hall Monitor via the Ups Club email account.

Our licence restricts us to selling alcohol via the bar only, so if you wish to drink intoxicating liquor, then you will need to hire the bar. **You may NOT provide your own alcohol.** Use of the bar should be booked separately by contacting the bar staff on calvin.stockdale@icr.ac.uk or Calvin Stockdale ICR ext 4724.

Under the agreed and signed Hire of the Downs Club Hall: Term & Conditions of Use the Hirer agrees to be responsible for ensuring that they have both PRS and PPL licensing if they use or plan to use copyrighted music for their class or activity.

No gambling, games of chance, sweepstakes or lotteries or any betting may be conducted on the premises without the prior consent of The Ups Club.

Filming, photography and broadcast (sound or TV) shall not take place for commercial purposes without the prior written permission of The Ups Club. If consent is given, The Ups Club reserves the right to be party to any negotiations and to a share of any income or publicity derived from this.

Under no circumstances will smoking be allowed in or around the premises. The entire Royal Marsden, Institute of Cancer Research and Sutton Hospital sites are NO SMOKING.

The hirer is responsible for control of all persons and parties who are admitted to the hall and that they conform to the regulations governing the use of the facility. The hirer should ensure that noise is maintained at a reasonable level so as not to cause any disturbance and nuisance to residents in the vicinity and in particular to patients and staff of the Royal Marsden and Sutton Hospitals.

The hirer should provide efficient stewarding at entrances and exits at all times to deal with an emergency and ensure max. numbers are not exceeded.

DO NOT LEAVE THE HALL UNATTENDED at any time. The deposit will be forfeited in full if this is found to be so. The name on the cheque and that of the booker of the hall should be the same **USE OF THE HALL IS AT OWN RISK. The hirer shall indemnify The Ups Club against any liability towards any third party arising out of the hire of the facilities or equipment due to the negligence or default of the hirer or persons under his control. The hirer shall if required by The Ups Club to adequately insure against the foregoing provide evidence on demand. The Ups Club shall not be responsible for any loss or damage, indirect or consequential to any property suffered or sustained at the hall unless such loss or damage occurred as a result of the defective state of repair of the premises or the equipment at the facility.**

Maximum capacity of the hall is 220 persons

Maximum capacity of the bar is 75 persons

No animals, except guide dogs for the blind will be admitted to the premises.

Car-parking at the Royal Marsden site is for staff with permits only during office hours; at these times, non-staff should seek alternate parking. Outside of office hours (evenings, weekends) hall users are welcome to use the RMH car parks.

Hire of the Downs Club Hall: Booking form

Date(s) required (please state if regular activity each week).....

Time period required e.g. 6.30 – 10.30pm.....

Type of function e.g. child’s birthday party

Number of people expected.....

I understand that if I use copyrighted music for the activity that I have hired the hall for, that I must ensure that I have both PRS and PPL licensing. (please initial)

Keys for kitchen/furniture required (to be returned following event)

Named contact person, accountable for any loss or damage.....

Phone no.

Home Address.....

Work Address (RMH/ICR).....

Email

Signature..... **Date**.....

I understand that I need to cancel my booking a minimum of 24 hours prior to the event for sporting activities or 48 hours for non-sporting events in order to receive a refund.

Please keep a copy of this form, and return a signed copy to the Hall Monitor via the internal mail prior to the event. Please make cheques payable to ‘The Ups Club’. Separate cheques are required for the deposit and hire charge.

Office use only: dates available	yes/no
Hirer informed of availability	yes/no
Terms & conditions signed and returned	yes/no
Total cost per hire	£
Deposit received	£
Hire charge cheque / Cash received	date
Deposit cheque returned	date